

Type to Learn 4 Downloading and User Instructions for Families

Introduction: Type to Learn 4: Agents of Information has been purchased by Graland for use by students at school and at home. It will run on either Windows or Mac machines. The program is web-based, meaning that the data is stored on the Sunburst web site. Each student's progress continues to be monitored whether they are at school or at home.

Technical requirements needed to download and use Type to Learn 4: Agents of Information

Mac Requirements: OSX 10.3.9, 10.4, 10.5, PowerPC and Intel platforms, G4 800 MHz, 512 MB Ram, 32 MB video card

Windows Requirements: 2000, XP, Vista, Pentium 3 1.0 GHz, 512 MB Ram, 32 MB video card

Instructions for Downloading the Application: The program must be installed on your computer. It can be accessed at <http://ttl4.sunburst.com/downloads>. Download instructions can be found at <http://ttl4.sunburst.com/downloads/>.

Using the Program: Instructions for using the program begin on page 40 of the Type to Learn 4 User Manual.

To log into the program use the following information:

User Name = first initial + last name (up to 12 lowercase letters, no spaces, hyphens, punctuation or special characters)

Password = graland (all lower case)

Activation Code: 104324

NOTE: Nicknames and hyphenated and "two parent" last names were used, *lowercase letters only*. User names are limited to 12 characters. In most cases, children who had the same user names were in the same family. When that was the case, the older child's user name is the first and second letter + up to 10 letters of the last name.

Student Goals: Accuracy is the primary objective, not speed. Students are tempted to rush through the lessons rather than try to type accurately. Basic skills should include good posture, focus on hands on the home-row keys, using the thumb for spacebar, opposite pinkie on the shift key (rather than Caps Lock), and using both hands (at all times) on the keyboard. Keyboarding research indicates, like most skills, some individuals have natural ability and others struggle a bit more to be competent. Idiosyncratic (individual) styles often develop; they may not interfere with a person's ability to be accurate and efficient.

Most younger students start having trouble typing without looking at the fourth lesson. With consistent, short intervals of practice, many fourth and fifth graders can become quite proficient keyboarders.

All children benefit from adult monitoring, especially when they first use any online program.

Reinforcement of the following skills will ensure their willingness to practice as well as their success:

2nd & 3rd Graders - good posture, focus on hands on the home-row keys, using the thumb for spacebar, opposite pinkie on the shift key (rather than Caps Lock), and using both hands (at all times) on the keyboard. They should know the home-row keys by the end of a semester of structured practice.

4th and 5th graders - same foci, however they should start slowing down to learn to make the correct reaches without looking, develop their use of the numbers, punctuation and special characters, as well as improve their accuracy.

Pgs. 82-84 in the Type to Learn 4 User manual contain rubrics that indicate the various techniques that are important to keyboarding, ergonomic exercises and a student self-evaluation rubric.

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Type to Learn 4 Help Center: The Help Center has links to useful information. You may want to start with the FAQ page. <http://ttl4.sunburst.com/downloads>.

If you have any problems with your child's login information, please contact Karen Ortiz at kortiz@graland.org. During the summer, rick.hum@earthlink.net.